

From: [Jonathan Hagloch - 5PSSA1C-C](#)
To: [Gonzalez, Maria](#)
Subject: Confirmation of EPA HCC Meeting on Tuesday, February 28, 2023 in the Ralph H. Metcalfe Federal Building Conference Center
Date: Monday, January 30, 2023 3:42:14 PM

CONFIRMATION OF RALPH H. METCALFE CONFERENCE FACILITY RESERVATION, INSTRUCTIONS, AND RESPONSIBILITIES

- Reservation:

Room(s) 329 & 330
on Tuesday, February 28, 2023
Starting 8:00 AM
to 4:00 PM
Title EPA HCC Meeting
Public Meeting: [\[Yes/No\]](#)

IF YOUR MEETING WILL HAVE A LARGE PUBLIC ATTENDANCE YOU MAY WANT TO CONSIDER REQUESTING THE ADDITIONAL SECURITY POST TO BE OPENED IN THE LOBBY. YOU MUST CONTACT PROPERTY MANAGEMENT AT 312 353-4246 PRIOR TO YOUR MEETING DATE!

- Cancellation: Please reply to this email as soon as possible with the words "CANCELLATION REQUIRED" in the subject line and in front of the original subject. You will receive a reply confirming the request.

The Conference Center is only open to the public Monday - Friday from 8:00 AM TO 4:00 PM. We strongly suggest that your actual meeting times start no earlier than 8:30 AM and conclude no later than 3:30 PM. This will allow you time to set up or prepare for the day's events and leisurely wrap up at the end of the day. Also note the building officially closes at 6 PM and Conference Center users are expected to leave the facility by that time subject to specific exception and coordination with the Conference Center Coordinator and explicit approval in writing in advance by the GSA Property Management Office.

ADDITIONAL INFORMATION AND YOUR RESPONSIBILITIES

Room Logistics and Requirements

- Location: The Conference Center is located on the 3rd floor of the building and can be accessed by elevator or escalator. Attendees without proper federal ID must pass through the security checkpoint.

- Room Capacity

Room [\[329\]](#) will accommodate a maximum of [\[12\]](#) attendees in a boardroom/conference table configuration.

Room [\[330\]](#) will accommodate a maximum of [\[16\]](#) attendees in a boardroom/conference table configuration seated at the table, however with the additional seating around the perimeter of the room the maximum capacity is [\[40\]](#).

-- Please confirm at least [\[5\]](#) days in advance the expected maximum number of

attendees and the requested configuration.

-- Please note that maximum room capacity is the result of fire safety codes and not subject to modification.

--Any attempt to exceed the maximum room capacities will result in revocation of Conference Center privileges for your organization.

- **Provided Equipment** (*modify as required based upon room specifics*) : The room has a projector mounted in the ceiling, a drop down screen and a VGA connection cord to hook to your own laptop, etc. A Polycom Conference Phone can be provided upon request.

- **Operation of Equipment:** If you are not familiar with proper operation of the provided equipment, please arrange to meet with the Conference Center Coordinator to review proper and safe start up, operation, and shut down of provided equipment **or arrange to have AV support for the entirety of your event.**

- **Attendee Power Requirements and Limitations:** Please note that the room does not have enough receptacles to accommodate each user plugging into their own receptacle to power laptop PCs or other personal equipment. If attendees must use personal laptops please remind them to fully charge their batteries. **Rooms with a conference table configuration do allow for power to be supplied down the center of the table for laptop use but this is the only configuration that this is allowed per safety codes.**

- **On Site Conduct:** Please remind your attendees, especially those that may be attending from the private sector, that upon entering Federal property they are subject to applicable Federal laws, statutes, rules, regulations, and guidelines

Building Access:

The Metcalfe Federal Building operates a turnstile access control system for federal employees using their enrolled HSPD-12 credentials to gain entry. If your credential has not been enrolled in this new system, you will be required to enter the building through the standard security screening protocol.

If you wish to get your HSPD-12 credential enrolled for turnstile access, please schedule an appointment with our office by calling 312-353-4246 or by emailing metcalfeoffice@gsa.gov. **Walk in appointments will not be accepted.** We do not allow mass PIV Card reservations. All PIV Card reservations must be made for one individual at one time. We do not have the facilities or resources to accommodate more than one person at a time in our office.

When going to your appointment, please bring your card to the Metcalfe Property Management Office (Suite 441). **Please note that employees will be required to bring their HSPD-12 card and know their PIN to get their card enrolled in the turnstile system. In addition to your PIN, please make sure to bring the following information: full legal name, office phone number, and office email address. If federal employees already have access at a GSA Federal Building or through the EPAC system, then your card has already been enrolled and should allow turnstile access at the Metcalfe Federal Building.** We suggest that you try entering through the turnstiles before going to the security screening if you are not certain that your card has been enrolled.

Again, any questions regarding building access should be directed to the Metcalfe Property

Management Office at 312-353-4246 or metcalfeoffice@gsa.gov.

Your Responsibilities Upon Leaving the Premises At The Conclusion of Your Meeting

Please ensure that you (or your designee):

- Properly shut down all building-provided equipment
- Clean up the room: Remove all brought in or attendee-generated trash and place it in the appropriate refuse or recycling container (All facilities are cleaned prior to your use)
- Turn off the lights.
- Close door
- If applicable, reply to this reservation notice with any comments or advising of any issues that require follow-up attention

Thank you and enjoy the rest of your day.

Rocky

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